

Rockville City Police Department	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2268
Reporting Agency		Prepare in Duplicate
Administrative Services Bureau		Retain one (1) copy and forward original to address on left.
Division or Unit		

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Field Interview Report	M279-10		2010	0.06	05/10/12	Shredding
	Time sheets	M279-14		2003 – 2010	13.6	05/10/12	Shredding
	Parking Permit	M279-29e		2002	2.2	05/10/12	Shredding
	Criminal History Log	M279-31		2008	0.97	05/10/12	Shredding
	Register Deposits	M279-29i		2006	3.89	05/10/12	Shredding
	Daily Roll Call Summary Sheets	M279-13		2006-2008	1.94	05/10/12	Shredding
	Pre-employment Background	M279-18		1995-1996	0.97	05/10/12	Shredding
	MD Uniform Traffic Citation (DR-49)	M279-1		2006-2008	2.92	05/10/12	Shredding
	Warnings	M279-6		2007-2008	1.94	05/10/12	Shredding
	Civil Citations (DC-28)	M279-2		2008	0.49	05/10/12	Shredding
	Criminal Citations (DC-45)	M279-3		2008	0.49	05/10/12	Shredding
	Blue Cards	M279-29a		2006-2009	1.67	05/10/12	Shredding
	General Order Dissemination logs	M279-12		2007-2010	1.94	05/10/12	Shredding
	NSO Reports	M279-29b		2006-2007	3.89	05/10/12	Shredding
	Red Light Returns and Correspondence	M279-22		2002-2005	1.94	05/10/12	Shredding
	Parking Tickets	M279-7		2007	0.97	05/10/12	Shredding

I hereby certify that the records listed above were disposed of as indicated.

Major Michael W. Long
 Signature
 DGS 550-2 (rev. 1/93)

Commander
 Title

16 May 2012
 Date